



Special Event Permit Application

Metropolitan Board of Parks and Recreation for Nashville Tennessee and Davidson County

Mailing Address ♦ Metro Parks Special Events ♦ PO Box 196340 Nashville TN 37219-6340

Street Address ♦ 2565 Park Plaza ♦ Nashville TN 37203

Phone ♦ 615-862-8400 Phone ♦ Fax ♦ 615-862-5493 Email ♦ lisa.king@nashville.gov

<http://www.nashville.gov/Parks-and-Recreation/Permits-Rentals-and-Reservations/Special-Events.aspx>

Applicant/ Event Representative Name:

Organization:

Mailing Address: City: State: ZIP:

Phone Numbers: Home: - - - - - Cell: - - - - - Work: - - - - -

Email: Event Web Site:

Event On-Site Coordinator Name: Cell: - - - - -

Event Operations

Which Metro Park are you requesting?

Is there a specific area or venue within this park where you want to host your event? Provide details:

Official Name of the Event:

What Type of Event: ☐ Festival ☐ Concert ☐ Walk / Race ☐ Charity Benefit ☐ Wedding / Reception
☐ Picnic / Gathering ☐ Rally / Protest ☐ Other provide a description

Actual Event Date(s) and Hours of Operation:

Please provide a brief description of what type of event you are requesting:

Event Website:

If your event is open to the public please provide a phone number or email contact:

Event Set Up Date(s) and Times:

Event Break Down Date(s) and anticipated time of completion:

Anticipated Maximum Attendance: Persons per Event Day

FOR OFFICE USE ONLY - DATE RECEIVED - - MPB / AMP FR ALC OTHER

Event Components

Please check all items below that apply to your event and include any additional details in the space provided.

- | | | |
|--|---|--|
| <input type="checkbox"/> Amplified Sound / PA or Audio System | <input type="checkbox"/> Alcohol sales # of vendors_____ | <input type="checkbox"/> Alcohol served at event |
| <input type="checkbox"/> Cooking w/ Charcoal, Propane or other | <input type="checkbox"/> Displays or Exhibits How Many_____ | <input type="checkbox"/> Electricity Request |
| <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Tents Erected How Many_____ | <input type="checkbox"/> Stage Erected size _____ |
| <input type="checkbox"/> Inflatable or Bounce Attraction | <input type="checkbox"/> Vehicles used during course of event | <input type="checkbox"/> Park Road Closure Request |
| <input type="checkbox"/> Admission Fee to enter event | <input type="checkbox"/> Entry Fee to participate in event | <input type="checkbox"/> Providing Food & Drink for free |
| <input type="checkbox"/> Food Sales # of vendors_____ | <input type="checkbox"/> Merchandise Sales # of vendors_____ | <input type="checkbox"/> Water Access Request |

Signing this Special Event Permit Application verifies that you have read and understand all terms and conditions from Section 2 and 2.1 of this application. Please initial items 1 – 5, sign and date the application where indicated below.

- 1) *The discovery of false or misleading information regarding the applicant or the described event activities on this application will result in the rejection of the application, revocation of approval of use of the park property and / or denial of future request to access park property. PLEASE INITIAL HERE _____*
- 2) *Please note that there is no staking policy enforced within Centennial, Public Square, Riverfront, East, and Walk Of Fame Parks. The only tents permitted at these Metro Parks venues will be frame tents that are secured with surface ballast or tents that do not require staking. Violation of this policy will result in civil action to recoup any damages to the grounds, fiber optic and / or irrigation system. PLEASE INITIAL HERE _____*
- 3) *Permits will not be granted to any vendor with a past due balance to Metro Parks or Metro Park Police. Past due balances must be paid in full, without exception, before new applications will be accepted. A deposit may be required on fees associated with new events. PLEASE INITIAL HERE _____*
- 4) *It is the permit holder's responsibility to immediately contact Park Police once an event date has been approved by Metro Parks staff. Permit holders must hire Park Police officers or hire an approved security company to provide an action plan for the event that is preapproved by the Park Police or their designee. (b.) Park Police have the right to determine the suitability of any firm providing protection for an event; (c.) Park Police will be given the first right of refusal for any event held on park property. PLEASE INITIAL HERE _____*
Name of company handling security for your event _____
- 5) *Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks staff before a final special events permit is issued. PLEASE INITIAL HERE _____*

X _____

Date _____

EVENT APPLICANT OR REPRESENTATIVE

Please keep pages 3 – 6 for your records they do not need to be returned with the event application.

- 1) All fees due must be paid within two weeks after invoicing but not less than 72 hours prior to the event. All fees are fully refundable if you notify Metro Parks that the event is canceled 30 days prior to proposed event date. No permit will be issued until all necessary paperwork has been completed and all fees paid. Completed Permit Applications should be submitted to:

By Mail: Metro Parks and Recreation
Special Event Coordinator
PO Box 196340
Nashville, Tennessee 37219-6340
Faxed: 615.862.5493
Emailed: lisa.king@nashville.gov

- 2) The Board of Parks and Recreation has first priority in scheduling events in all parks and / or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved. An event permit will not be issued until all related fees have been paid.
- 3) Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501(c) 3 status with the IRS and / or announced political candidates for public office.
- 4) If the event will include elements added to Park Facilities, such as staging, tents, rides, booths, inflatables, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Metropolitan Board of Parks & Recreation 2565 Park Plaza, Nashville, TN 37203, as additionally insured. No permit will be issued unless this certificate has been received. The Metro Department of Insurance may require additional coverage based on the scope of the event.
- 5) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
- 6) Any changes to the event description submitted with this Permit Application must be submitted in writing to the Park Office. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
- 7) Any event that has an impact outside of the rented Park Facility including streets and sidewalks will also require a Special Event Permit from Public Works. For more information, call Gordon Richard at 862-8597 or contact him by email at gordon.richard@nashville.gov
- 8) All events held on Metro Parks property must fit within the following guidelines:
 - A) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
 - B) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - C) The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.

- 9) Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing as per No. 5 of the Permit Application.
- 10) All special events to be held in parks requesting permission to have amplified music will be considered by the Board of Parks on a case by case basis. Each will be monitored by a Park staff member to assure proper sound levels. The staff member shall have the right to request a lowering of sound levels, or to stop the performance if deemed absolutely necessary and in the best interest of the Parks Department and the immediate neighborhood. *NOTE: Amplified events must end by 8:00 p.m. Sunday – Thursday, or by 10:00 p.m. on Fridays and Saturdays. Parks located in the Downtown Nashville vicinity are the exempted from this curfew.*
- 11) Prior to but not earlier than six hours before each Event, the permit holder must perform an inspection of all Parks Facilities to be used and must report in writing to the Board of Parks and Recreation the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the Event and not previously and specifically reported to the Board of Parks and Recreation as required in the preceding sentence will be considered to have resulted from the Event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of Metro Parks inspect the Park facilities with the event organizer. This will be determined by the Special Events Coordinator.
- 12) All events are required to recycle paper and plastic trash generated by the event. Event organizer must submit a plan on how recycling will be handled that includes the number of recycling containers and how the material to be recycled will be disposed. This should include the name of the company if a private waste hauler is be used. Information on public event recycling containers provided by Metro Public Works can be obtained at this website: <http://www.nashville.gov/Public-Works/Neighborhood-Services/Recycling/Event-Recycling.aspx>
- 13) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The Board of Parks and Recreation reserves the right to require any permit holder of events where we determine an anticipated attendance of 1,000 or more, to post a \$500 - \$5000 deposit depending on size of event. The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event. The permit holder agrees to reimburse the Board for all costs incurred in performing cleanup and repairs which, in the judgment of the Board, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$75 per man-hour. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$100 per man-hour. These rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accruing under this paragraph that exceed \$500. Unused portion of a deposit, if any, will be refunded to permit holder.
- 14) The Board of Parks and Recreation reserves the right to require permit holders to provide, at their expense, as many off-duty Park Police as the Board deems necessary to assure the safety of the public and Park Facilities. Police Officers may be hired if a sufficient number of Park Police are not available. Arrangements for Park Police can be made by calling 880-3429.
- 15) Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. Applicants must obtain all necessary Metro Permits before a permit for Park use will be issued. Parks Special Event Coordinator will make every effort to inform Event Organizer of all related Metro Permits based on information in this application. Examples of other necessary permits include: Use and Occupancy Permit, Tent Permit, Health Department Permits, food, beverage and vending licenses.
- 16) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities. If you plan to sell alcoholic beverages at your event, you must have approval from the Metro Park Board prior to receiving a permit from the Beer Board or the State Alcoholic Beverage Commission. The Metro Park Board meets the first Tuesday in every month. The Metropolitan Government shall assume no liability for the actions of individuals as a result of issuance of a permit to consume alcoholic beverages on Park property. The permit holder will be responsible for monitoring the behavior of individuals attending the event. The permit holder will be responsible for hiring adequate security to maintain public safety and adhere to all rules and regulations of the Metro Beer Board.

- 17) All signage, advertising, publicity, exhibits or displays to be used must have the prior approval of the Board of Parks and Recreation.
- 18) Absolutely no banners or flags of any kind are to be flown from Parks Facilities flagpoles
- 19) All Events must end not later than 11:00 p.m. unless approved by the Metropolitan Board of Parks & Recreation
- 20) Appropriate park personnel and members of the Board of Parks and Recreation must be provided access to Events upon request in order to monitor Event activities and ensure compliance with ordinances, rules and regulations.
- 21) The Board of Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules or ordinances upon good cause.
- 22) In the event of noncompliance with any provision of these terms and conditions, the Board of Parks and Recreation may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any Event in Parks Facilities for a period of two years.
- 23) By submitting a Permit Application, the event organizer agrees to the following additional terms:
 - a) the event organizer will indemnify and hold harmless the Metropolitan Government of Nashville and Davidson County from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
 - b) the event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;
 - c) the event organizer agrees to restore Parks Facilities to the condition prior to the Event;
 - d) this document sets forth the entire agreement of the parties;
 - e) a financial statement of the Event proceeds must be mailed within 30 days of Event to the Special Events Coordinator
 - f) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
 - g) no modification of this document shall be valid unless in writing and signed by the Board of Parks and Recreation; and Tennessee law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.

Section 2.1 – Special Event Application

Additional instructions, terms, and conditions specific to Parks facilities within Downtown – Including Riverfront Park, Public Square Park, Walk of Fame Park, Church Street Park, Cumberland Park, and Commerce Center Park

- 1) The areas considered for reservation in Riverfront Park are the amphitheaters at each end of the park and the entire park inclusive of the amphitheaters. Note that the parking lot, arrival court, docking facilities, brick sidewalk adjacent to the arrival court, Fort Nashboro and the sidewalk east of First Avenue North are not considered part of the park. If Permit holder does not want boats docking along the deck area, they must contact Russell Lackey, at Hamilton Creek Marina (862-8472) and reserve the docking area. There is a fee for reserving this area.
- 2) Vehicles are not to be driven or parked on the brick sidewalks at anytime. In addition, no vehicles will be allowed to remain on the ramp or deck at any time. Vehicles may be driven onto the ramp for loading and unloading but must be removed.
- 3) No vehicles are permitted at any time on any surface of Walk of Fame or Public Square Park.



For ADA Accommodations, please contact 862-8400